

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 320 – Student Records	
Related LCSDF AP's		
Form(s)	F 320.1 – Notice of Retained Document	
References:	<i>The Education Act, 1995</i> sections 85, 87, 175, 231 The Education Regulations, 2019 sections 43, 46 Saskatchewan Ministry of Education, The Student Cumulative Record Guidelines, 2019 Local Authority Freedom of Information and Protection of Privacy Act SSBA/SASBO Records Retention and Disposal Guide for Saskatchewan School Divisions, 2019 section 9	
Received by the Board: August, 2020	Update: August, 2020	

Background

The creation and maintenance of accurate records that clearly represent each student enrolled in schools in the Division is important for present and future reference. The Principal shall be responsible for this task subject to the Education Act, the policies of the Board, and to administrative procedures established by the Director.

Procedures

Division Records

1. Principals shall ensure that all student data is promptly entered into the appropriate records in an accurate manner. This function will normally be performed by the classroom teacher but may be delegated to clerical staff where appropriate.
2. The Principal shall ensure that all personal student information whether in print or on digital media (CD, diskette, backups, etc.) is not accessible to unauthorized personnel.
3. Student records and information shall be retained as per the Saskatchewan Ministry of Education "Student Cumulative Record Guidelines" document.
4. Principals shall be responsible for the prompt and efficient transfer of student records between schools within and outside the Division.
5. The Principal shall grant access to student records to only those people who have right of access.
6. Records of students no longer attending school in the Division shall be stored under the general supervision of the Chief Financial Officer.

7. Student records and the information they contain shall be considered confidential.
8. Cumulative Records are to be sent using the most cost effective, secure method that will allow the package to be tracked. Options include Registered Mail, Priority Post, and courier. This meets the Ministry of Education guidelines.

Third Party Records

Third party documents are not property of the school, thus cannot be forwarded to another party unless the writer of the report approves.

1. It is the responsibility of the school, when transferring files to notify the receiving party that these documents exist (Form 320-1).
2. It will be the responsibility of the receiving party to obtain proper consent prior to the release of these documents.

Student Grade Submissions (Grades 10-12)

1. The principal will authorize all grade submissions to the Ministry of Education.
2. Any change of grade to the original that has been entered may only be authorized by a Principal and an accompanying note will be made in the student's cumulative file, within thirty (30) days of the course end date.
3. Any change of grade after the initial 30 days can only be authorized by the Principal, in accordance with all Ministry protocols. Form 8: Secondary Level Mark Corrections must be completed, submitted to SDS, and filed in the student's cumulative record.